

Weekly Report for Week Ending 19 March 1958
from

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1. Contributions (Intangible)

- 25X1A9a a. Prepared statements on accomplishments of the RMS for inclusion in the report to the Killian Committee.
- b. Arranged for the preparation of a visual aid and assisted at Mr. [REDACTED] paperwork management presentation to Logistics personnel..

2. Projects - Active 25X1A9a

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- a. Graphics Register Film Index - With Messrs [REDACTED] (Security), and [REDACTED] (Roll-Dex) determined it was impractical to modify Roll-Dex equipment to meet security requirements. Will recommend securing the film index room.
- b. U. S. Government Correspondence Manual Committee - Attended the 14th committee meeting. Developed two proposed revised formats of SF 64, Office Memorandum for presentation to the Bureau of the Budget.
- c. ARO Training Program - Received two applications for ARO's to attend the evening Summer course in records management given by American University. Will follow-up with other ARO's this week.

3. Projects - Inactive

- a. Revision of RMS Files.
- b. ES 58-303 Adjustable Steel Shelving for Unclassified Materials.

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